

Waitlists for CI-H/HW Subjects

A Quick Guide for Students

CI-H/HW SUBJECTS

When schedules are run, students placed in CI-H/HW subjects will see these classes on their schedules. Based on their requests, students will also be placed on waitlists. Waitlists are published on the online **Enrollment and Waitlists for CI-H/HW Subjects** page, shown below. Students may use this page to check their status on waitlists, find subjects with openings, and add themselves to or remove themselves from waitlists. Access this page from the **CI-H/HW Subjects** link on the MIT WebSIS for Students page, the Online Registration Subject Selections tab, or the Add/Drop form. From this page click on a Subject # or Title to link to the online Subject Listing.

The screenshot shows the MIT Registration interface. At the top, there is a red header with the MIT logo and the word "REGISTRATION". Below this is a dark red bar with a "Help" link. The main heading is "Enrollment and Waitlists for CI-H/HW Subjects Fall 2015-2016: For Students", with a blue link for "Online Subject Listing". A paragraph of text explains how to use the page, including a note that many instructors will not offer enrollment to waitlisted students after the first two weeks. Below the text are filter options: "Show Only:" with checkboxes for "CI-H Subjects", "CI-HW Subjects", "Subjects with openings", and "My waitlisted subjects". There is also a "Subjects in department:" dropdown menu set to "Any Department". A "Show/Hide Columns" button and a "Search:" input field are also visible. Below these is a table with 7 columns: "Subject #", "Title", "CI Attribute", "Enrollment Cap", "Openings", "Students on Waitlist", and "Add to/Remove from Waitlist". The table lists several subjects, including Reading Fiction, Reading Poetry, Shakespeare, Writing with Shakespeare, and The Film Experience.

Subject #	Title	CI Attribute	Enrollment Cap	Openings	Students on Waitlist	Add to/Remove from Waitlist
21L.003 (L01)	Reading Fiction	CIH	18	16	1	Add
21L.003 (L02)	Reading Fiction	CIH	18	15	0	Add
21L.004 (L01)	Reading Poetry	CIH	18	16	1	On Waitlist Remove
21L.004 (L02)	Reading Poetry	CIH	18	15	1	On Waitlist Remove
21L.009 (L01)	Shakespeare	CIH	18	17	0	Add
21L.009 (L02)	Shakespeare	CIH	18	17	0	Add
21L.010 (also 21W.042)	Writing with Shakespeare	CIHW	18	17	0	Add
21L.011	The Film Experience	CIH	72	CLOSED	CLOSED	CLOSED

SHOW ONLY

The page lists all CI-H/HW subjects. Use the **Show only** filters to limit the listing.

This screenshot shows the "Show Only:" filter section. It includes the same checkboxes as the main page: "CI-H Subjects", "CI-HW Subjects", "Subjects with openings", and "My waitlisted subjects". It also features the "Subjects in department:" dropdown menu, which is currently set to "Any Department".

SUBJECT AND WAITLIST INFORMATION

Enrollment cap is the maximum number of students in this subject under guidelines set by the Faculty Subcommittee on the Communication Requirement (SOCR). For sectioned subjects, it is the total of all section enrollment caps for the subject (unless the subject requires section registration, in which case it is the single section cap value only).

Enrollment Cap	Openings	Students on Waitlist
50	16	0
72	21	20
25	2	11

Openings is the enrollment cap minus the number of students registered and with pending registration (i.e., those who have been scheduled but have not completed registration, and those who have been offered admission from the waitlist).

Students on Waitlist is the number of students who are currently on the waitlist for the subject, excluding those who have been offered admission into the subject.

By clicking on a column heading, you can sort the lists, for example, to determine which subjects have smaller waitlists.

If **CLOSED** appears in the Openings and Students on Waitlist columns, the instructor has chosen to close the waitlist. No more students will be admitted, and students may not add themselves to the waitlist.

YOUR WAITLIST STATUS

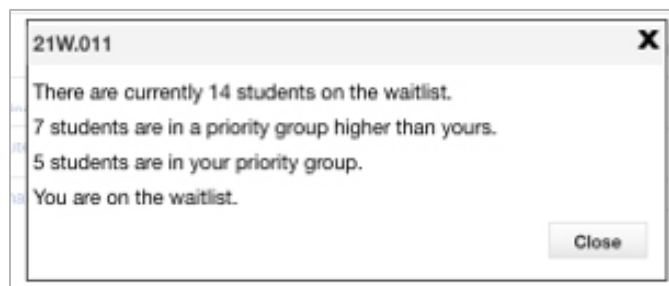
The text **On Waitlist** displays beside a subject on which you are waitlisted.

Subject #	Title	CI Attribute	Enrollment Cap	Openings	Students on Waitlist	Add to/Remove from Waitlist
17.40	American Foreign Policy: Past, Present, and Future	CIH	144	97	1	On Waitlist Remove
17.41	Introduction to International Relations	CIH	36	19	24	Add

The **Remove** option allows you to remove yourself from that subject's waitlist. If you accidentally remove yourself from a waitlist, you can add yourself back to it, but you may end up in a lower priority group.

YOUR POSITION ON A WAITLIST

Click on any subject's **Students on Waitlist** value to view a message box that tells you how many students are currently on the waitlist, how many of these students are in a priority group higher than yours, and how many students are in your priority group.



PRIORITY GROUPS

The waitlist places students within priority groups established by the Faculty Subcommittee on the Communication Requirement (SOCR).

For CI-HW subjects, CI-HW Required upperclassmen who have not completed a CI-HW subject will be in the highest priority group, followed by CI-HW Required freshmen who have not completed a CI-HW subject. Next will be freshmen who have not completed a CI-H. At the bottom are all other students.

For CI-H subjects, there is only one priority group. Students will be given equal priority regardless of their year and whether they have fulfilled the requirement.

Preference within priority groups will be given to students who requested the CI-H/HW the last time it was offered, were not scheduled into it, and did not register for it. **Continuing students who added themselves to waitlists after the CI-H/HW deadline will be placed below all other priority groups.**

When issuing enrollment offers, instructors are strongly encouraged to make offers to students in the highest priority group first, and so on.

ADDING YOURSELF TO AND REMOVING YOURSELF FROM A WAITLIST

Click a subject's **Add** link to add yourself to its waitlist. You can add yourself to any waitlist regardless of how many students are already on it, but you should be realistic about your chances. You need to assess a number of factors: what is the subject's enrollment cap, how many openings are there, and how many students are waitlisted in higher priority groups.

When you add yourself to a subject waitlist, an email confirmation is sent to you.

If you are on a waitlist and are no longer interested in taking the subject, select "My waitlisted subjects", then click the **Remove** link to make room for another student.

ENROLLMENT OFFERS

Instructors can begin offering enrollment from their subjects' waitlists beginning on the first day of classes. Offers can be extended through Add Date, but most offers will be extended during the first two weeks of classes. You will receive an email if you are offered enrollment. The email may include specific information from the instructor, for example, asking that you attend the next class or specifying which section has openings.

If you want to join the class, add the subject using the online Add/Drop (or register for it, if you have not yet registered). Act within 24 hours or the offer may be rescinded. The enrollment offer will serve as the instructor's approval for your add; only your advisor will need to approve the add for this subject. If you are not interested, remove yourself from the waitlist and tell the instructor so that another student can be offered the spot. Also, review your other waitlists and remove yourself from those for subjects you no longer wish to join.

If you are registered for a CI-H/HW subject you are not attending, drop it immediately.

For questions, concerns, or comments, contact enrollment-tools@mit.edu.